

# DCSED ADMIN

**SSG(P) JAMAR**

**ADMIN NCOIC**

- UMR
- AWARDS
- FINANCE

**SSG MOORE**

**PERS SVC NCO**

- PERSONNEL ACTIONS
  - DA FORM 4187 (EXT, STABILIZATION, ETC.)
  - LEAVES/PASSES
- EVALUATIONS
- TRACKING LOGS

**MR. BUNCH**

**OPS SPECIALIST**

- TDA
- REQUISITIONS
  - OFFICERS (ALL)
  - ENLISTED (PROPONENT SCHOOLS)

# ADMIN FOCUS

**OUR MISSION IS TO  
PROVIDE QUALITY  
ADMINISTRATIVE  
SUPPORT TO ALL  
TASS ELEMENTS.  
COMMUNICATION IS  
THE KEY TO OUR  
SUCCESS!**

# DISCUSSION

**(CUT OFF DATE FOR COL DAVIS' SIGNATURE BLOCK: 15  
MAR 02)**

**AWARDS**

**PERSONNEL ACTIONS**

**EVALUATIONS**

**TDA/UMR CHANGES**



# PROCEDURAL GUIDANCE AWARDS

**(CUT OFF DATE FOR COL DAVIS' SIGNATURE BLOCK: 15 MAR 02)**

- REF: AR 600-8-22
- AAM'S & ARCOM'S MAY PROCESSED LOCALLY
- AWARD SUSPENSES TO DCSED ADMIN:
  - ARCOM, MSM, LOM 90 DAYS
  - DSM 120 DAYS
- FILL IN ALL PREVIOUS AWARDS IN BLOCK 8
- TYPE/WRITE PRESENTATION DATE IN BLOCK 9
- ENTER TIS FOR RETIREMENT AWARDS IN BLOCK 12A
- FILL IN BLOCKS #23A-H, 24A-H, 26A-H
- ATTACH ERB/ORB
- WRITE UP MUST SUPPORT ALL AWARD RECOMMENDATIONS, ESPECIALLY LOMS
- MARK (X) IN RECOMMEND BLOCKS

DCSED ADMIN (FEB  
02)



# DCSED ADMIN PROCESSING STANDARDS

**(CUT OFF DATE FOR OLD DAVIS SIGNATURE BLOCK:  
15 MAR 02)**

## ➤ AWARDS FLOW:

- SIGNED BY DCSSED—72 HOURS FROM RECEIPT
- PROCESSED BY DCSBOS—30 TO 45 DAYS
- APPROVED AWARD TO TIE—24 HOURS FROM RECEIPT

## ➤ EVALUATIONS:

- RATER COMMENTS —7-10 DAYS
- SENIOR RATER COMMENTS—7-10 DAYS
- ADMIN REVIEW —W/IN 24 HOURS
- RETURNED TO TIE FOR SIGNATURE W/IN 24 HOURS OF DCSSED/ADCSSED'S FINAL REVIEW

➤ PERSONNEL ACTIONS: ARE REVIEWED BY THE SGM (ENL ONLY) & XO. ACTIONS ARE FORWARDED TO ADCSED FOR RECOMMENDATION.

- MAILED TO PERSCOM WITHIN 96 HOURS OF RECEIPT


DCSED ADMIN (FEB



# PROCEDURAL GUIDANCE

## PERSONNEL ACTIONS

- **DA 4187'S NOT IN PROPER FORMAT WILL BE RETURNED WITHOUT ACTION!**
- **DA FORM 4187'S MUST STATE:**
  - **FULL NAME, RANK, SSN, MOS, DUTY LOCATION, TIME ON STATION, YOUR REQUEST (EXT/STAB), HOW LONG & WHY (BEST TO DO IN BULLET FORMAT-- EASIER TO READ)**
  - **FILL IN BLOCK 1: HQ TRADOC, DCSIED, ATTN: ATED (SSG MOORE), FT MONROE, VA 23651-5000**
  - **BLOCK 2: (ENLISTED ONLY) CDR, US TAPC, ATTN: TAPC-EPC-O (MRS BULLS), 2461 EISENHOWER, ALEXANDRIA, VA 22331-0450**
  - **BLOCK 2: (OFFICER ONLY) CDR, US TAPC, ATTN: TAPC-OPD-M, 200 STOVAL STREET, ALEXANDRIA, VA 22332-0414**
  - **BLOCK 3: YOUR ADDRESS**



# PROCEDURAL GUIDANCE

## EVALUATIONS

### OERS

ALL RATED/SENIOR RATED BY MG BARRON/COL DAVIS

➤ **SUSPENSES:**

➤ **RATED BY DCSED: 60 DAYS BEFORE END OF RATING PERIOD—SEND IN (DA 67-9-1) SUPPORT FORM**

➤ **SENIOR RATED BY ADCSED: 30 DAYS BEFORE END OF RATING PRIOD—SEND IN (DA 67-9) OER**

**NOTE: SEND ELECTRONICALLY IN FORM PACK TO THE XO & ADMIN SECTION**

**FOLLOW UP WITH HARD COPY IN MAIL**



# PROCEDURAL GUIDANCE

## EVALUATIONS

### NCOERS

**ALL SENIOR RATED OR REVIEWED BY MG BARRON/COL DAVIS**

**➤SUSPENSES:**

**➤SENIOR RATED/REVIEWED BY ADCSED: 30 DAYS BEFORE END OF RATING PERIOD—SEND IN (DA 2166-8) NCOER**

**➤REVIEWED BY DCSED: 30 DAYS BEFORE END OF RATING PERIOD—SEND IN (DA 2166-8) NCOER**

**NOTE: EMAIL W/ATTACHED FORM PACK TO THE XO &**

**FOLLOW UP WITH HARD COPY IN MAIL**

**PROBLEM: LATE EVALUATIONS**

**DCSED ADMIN (FEB 02)**







# UPDATE

**WE WOULD LIKE TO THANK THE TIES AND PROPONENT SCHOOLS FOR HELPING US WORK MORE EFFECIENTLY**

- **BACKLOG ON ALL ACTIONS HAVE BEEN ELIMINATED**
- **TURN AROUND TIME FOR ACTIONS HAS DECREASED**
- **TIES HAVE MET SUSPENSES ON UMR AND MONTHLY UPDATES**
- **STILL WORKING TO IMPROVE RESPONSE TIME FROM DA**
- **REQUISITIONS ARE STILL BEING FILLED BY BRANCHES—WILL UPDATE ON UMR & TRACKING LOGS WHEN VALIDATED**
- **SIMULTANEOUS DEPARTURES—DA HAS NO CONTROL (SOLDIERS EXTEND)**

## **AREAS OF IMPROVEMENT**

- **PLEASE NOTIFY ADMIN SECTION OF CHANGES TO THE UMR ASAP (RETIREMENT APPROVAL & PCS NOTIFICATION )**
- **TIES: REVIEW COMMANDER'S FINANCE REPORT FOR DISCREPANCIES**
- **SOP IS BEING REVIEWED FOR CHANGES (DUE TO TIES BY APR 02)**

**DCSED ADMIN (FEB 02)**





# DCSED ADMIN

## QUESTIONS/COMMENTS